

WARREN COUNTY BOARD OF SUPERVISORS

COMMITTEE: TOURISM & OCCUPANCY TAX COORDINATION

DATE: MARCH 26, 2024

COMMITTEE MEMBERS PRESENT:

SUPERVISORS: MERLINO
RUNYON
BEAN
STROUGH

OTHERS PRESENT:

REPRESENTING THE TOURISM DEPARTMENT:
HEATHER BAGSHAW, DIRECTOR
LEISA GRANT, PRINCIPAL ACCOUNT CLERK
PAUL TACKETT, TOURISM COORDINATOR
CHRISTINE NORTON, COUNTY TREASURER
JOHN TAFLAN, COUNTY ADMINISTRATOR
AMANDA ALLEN, CLERK OF THE BOARD
ROBERT TERWILLIGER, FIRST ASSISTANT COUNTY ATTORNEY
FRANK E. THOMAS, BUDGET OFFICER
SUPERVISORS MAGOWAN
TURNER
TAMMIE DeLORENZO, ASSISTANT TO THE COUNTY ADMINISTRATOR
KEVIN HAJOS, SUPERINTENDENT OF PUBLIC WORKS
ROBERT LYNCH, DEPUTY COUNTY TREASURER
LUKE MOSSEAU, *THE POST STAR*
LESLIE LOVELACE, SECRETARY TO THE CLERK OF THE BOARD

COMMITTEE MEMBERS ABSENT:

SUPERVISORS: DICKINSON
GERACI
STRAINER

Please note, the following contains a summarization of the March 26, 2024 meeting of the Tourism & Occupancy Tax Coordination Committee; the meeting in its entirety can be viewed on the Warren County website using the following links

Warren County website - <https://warrencountyny.gov/mma>

Warren County's YouTube Channel - <https://www.youtube.com/watch?v=foyvsmRelpo&t=1s>

Mr. Merlino called the meeting of the Tourism & Occupancy Tax Coordination Committee to order at 10:00 a.m.

Motion was made by Ms. Runyon, seconded by Mr. Strough and carried by a unanimous vote of those present (*Messrs. Dickinson, Geraci and Strainer absent*) to approve the minutes of the previous Committee meeting, subject to correction by the Clerk of the Board.

Copies of the meeting agenda were distributed; a copy of the agenda is on file with the meeting minutes.

Privilege of the floor and public comment was called for:

Mr. Magowan spoke with regard to Action Agenda/New Business item a, to appropriate \$1,000,000 from the Occupancy Tax Reserve to fund the Joseph Warren Museum Capital Project (H424), expressing his concern with the cost. A lengthy discussion ensued during which the County Treasurer, Christine Norton, apprised there was \$200,000 earmarked with the 2024 Budget to fund Capital Project H424 which could potentially lessen the total amount to be appropriated from the Occupancy Tax Reserve. It was also mentioned that upon their review of this item, the Finance & Budget Committee may consider appropriating additional funding from the County Budget in order to further reduce the amount to be appropriated from the Reserve.

Commencing the Agenda review with Action Agenda/New Business Item a, motion was made by Mr. Merlino, seconded by Mr. Bean and carried by a unanimous vote of those present (*Messrs. Dickinson, Geraci and Strainer absent*) to appropriate funds up to \$800,000 from Budget Code A 881.00, *Reserve, Occupancy Tax*, to Budget Code A.9950 910, *Transfers - Capital Projects, Interfund Transfers*, to fund Capital Project H424, *Joseph Warren Capital Project*, and refer same to the Finance & Budget Committee. *A copy of the resolution request form is on file with the minutes.*

Continuing with the Action Agenda/New Business Item b, a request was presented to authorize an agreement with Granicus in an amount not to exceed \$39,894 (\$9,974 quarterly) to identify all unregistered STRs (*short-term rentals*) throughout Warren County for a term commencing April 22, 2024 and terminating April 21, 2025. Ms. Norton provided a handout, which she proceeded to outline, detailing the services provided under the previous Granicus contract, as well as the deliverables and expected results of the requested contract; *a copy of the handout is on file with the meeting minutes.*

Motion was made by Mr. Strough, seconded by Ms. Runyon and carried by a unanimous vote of those present (*Messrs. Dickinson, Geraci and Strainer absent*) to approve the request as outlined above and the necessary resolution was authorized for the April 19th Board meeting. *A copy of the resolution request form is on file with the minutes.*

Privilege of the floor and public comment was called for:

Mr. Magowan spoke once again regarding the Joseph Warren Museum, suggesting that if the desire was to make the Joseph Warren collection to be housed at the proposed museum available in time for the upcoming 250th Anniversary event, they could choose to display it in an alternate location, such as at either The Hyde Collection or Chapman Museum, rather than rushing to complete the museum project at the \$1,000,000 estimated cost.

As there was no further business to come before the Tourism Committee, on motion made by Mr. Bean, seconded by Mr. Strough and carried by a unanimous vote of those present (*Messrs. Dickinson, Geraci and Strainer absent*), Mr. Merlino adjourned the meeting at 10:52 a.m.

Respectfully submitted,
Leslie Lovelace, Secretary to the Clerk of the Board